

This Notice Expires 1 August 1978

STATINTL

MANAGEMENT

4 August 1977

DRUG ABUSE

STATINTL

Rescission: dated 16 August 1974

1. INTRODUCTION

Drug abuse in our society is of great concern. This notice is published in the interest of the welfare of Agency employees and their dependents.

2. POLICY

Although the Agency endeavors to respect and protect the privacy of each employee to the extent possible, it cannot condone or permit the illegal use of drugs by an employee. If an employee is identified as a drug abuser, appropriate administrative action will be taken that may result in suspension, and in certain cases, dismissal from the Agency.

3. SEMINAR ON DRUG ABUSE FOR EMPLOYEES PROCESSING FOR OVERSEAS ASSIGNMENTS

- a. The families of several Agency employees have experienced serious problems due to the ready availability of drugs in overseas locations. In a number of instances this resulted in the employee's early return short of tour. In view of these difficulties, a drug abuse seminar has been developed to better prepare employees and their dependents to cope with such circumstances. The seminar is designed to inform employees and their dependents of the Agency's position on drug abuse, the effect of various drugs, the legal hazards and embarrassments implicit in drug use in foreign countries, and methods of identifying symptoms of drug abuse.
- b. Employees are required to attend the drug abuse seminar in the course of processing for assignment overseas. Spouses should accompany the employee whenever possible.
- c. Following attendance at the seminar, employee parents should discuss the overseas drug problems with those of their children who are at appropriate ages.
- d. The drug abuse seminar is conducted as a part of the Preparation for Overseas Assignment Course given by the Office of Training. Personnel who have served overseas in the recent past may elect to be scheduled for only the drug abuse seminar portion of that course.

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Component training officers may call extension [REDACTED] for information on schedules. Because this is a black line (a red line is not available), for security reasons the names of prospective enrollees are not to be mentioned during such calls. The telephone may not be used for enrolling an employee; Form 73, Request for Internal Training, must be used for that purpose.

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- e. As the Central Processing Branch, Office of Personnel, does not process all overseas travelers, there is no central point that can assume responsibility for ensuring that all employees attend the seminar. The responsibility must, therefore, be assumed by command and be centered in the operating component responsible for the administrative processing of employees assigned overseas PCS. Each employee will be given a Form 3494, Statement of Understanding, at the seminar he or she attends. This statement must be completed and delivered to the employee's administrative officer in his or her operating component before processing for overseas is completed. This statement will be filed as a permanent record in the employee's Official Personnel Folder.

4. GUIDANCE

The Office of Medical Services will furnish guidance to employees concerning any question that might arise concerning drug abuse.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MICHAEL J. MALANICK
Acting Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)

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